

## **College of Science Grievance Committee Procedures**

1. A faculty member believing that he/she has cause for grievance concerning matters covered by the Grievance Committee (see below) should initially discuss the matter in a personal conference with the appropriate department head or administrative officer. If the matter cannot be resolved by mutual consent, the issue can be brought to the College of Science Grievance Committee (CSGC). Except in cases of extreme urgency, every effort will be made to have the grievance process take place during the nine-month academic year.
  - The CSGC will not consider grievances relating to the following issues. There are separate avenues for appeal of these.
    - Constitutional rights and academic freedom
    - Tenure decisions
    - Sexual harassment
    - Dismissal
  - The CSGC will consider grievances relating (but not necessarily limited) to the following issues:
    - Working conditions
    - Salary inequities
    - Teaching assignments
2. The appropriate department head or administrative officer should direct the faculty member to the CSGC through the assistant to the dean.
3. The CSGC will meet as necessary following notification of a faculty member's intent to file a grievance. Minutes will be taken of all meetings of the CSGC. The Office of the Dean will provide staff assistance for the purpose of taking and maintaining the minutes.
  - a. The CSGC will hold an informal hearing at which the faculty member will briefly explain the essence of the grievance and against whom the grievance is directed.
  - b. The CSGC will subsequently meet to determine what information is needed, and the steps to be taken in order for the faculty member to pursue the grievance to the petition stage (see below). The faculty member will be expediently informed of the results of these deliberations.
  - c. The faculty member shall prepare a written petition of grievance that specifies the nature of the grievance and states against whom the grievance is directed. The petition should include the information specified as needed by the CSGC and may also contain facts that the petitioner considers pertinent to the issue.
  - d. The petition of grievance shall be submitted to and considered by the CSGC. The CSGC has the right to decide whether or not the facts merit further investigation and/or a hearing of the grievance. The CSGC holds sole responsibility for determining whether an investigation is merited. Submission of a petition need not necessarily lead to an investigation and/or hearing. The CSGC will advise the faculty

member of its response to the petition. The CSGC will make every effort to reach a decision about hearing the grievance within 30 days of receipt of the petition.

- e. If the CSGC decides that the facts specified in the petition of grievance do not merit further investigation, it shall so inform the Dean by means of a report containing reasons for the CSGC's decision. Then the Dean shall in turn inform the grievant of the CSGC's finding.
- f. If the CSGC decides that the facts specified in the petition of grievance merit further investigation:
  - i. A copy of the petition will be provided to the person(s) against whom the grievance is directed.
  - ii. The CSGC will conduct an investigation as warranted. This investigation may require information to be obtained and provided by the office of the Dean.
  - iii. If the CSGC so determines, the petitioner will be provided an opportunity to present his/her case at a hearing of the CSGC.
  - iv. The CSGC may provide an opportunity for the party or parties against whom the grievance is lodged to respond to the concerns of the grievance.
  - v. The CSGC may request a hearing in which the parties to the grievance would have an opportunity to present their views and resolve their differences.
  - vi. The CSGC may seek to bring about a settlement of the issue satisfactory to the parties involved. The committee will report its findings and recommendations to the Dean of the College of Science. A copy of the report will be sent to the parties involved.
  - vii. Upon receipt of the report, the Dean of the College of Science will consider the issues and make the decision he/she deems appropriate to resolve the situation and will communicate this decision to the parties involved
4. If the aggrieved party is not satisfied with the resolution of the issues at the College level, he/she shall be afforded the opportunity for appeal of the grievance to the University Grievance Committee.
5. The CSGC will consist of five elected members of the tenured faculty.
  - a. Each department in the College will elect one representative from its tenured faculty to the CSGC. Representatives will serve three-year terms arranged on a rotating basis so that one representative will be replaced one year, and two representatives will be replaced in each of the other two years of the cycle.
  - b. The election for CSGC representatives will be held in the spring of each academic year, by the department(s) with vacant positions.
  - c. The CSGC shall elect a Chair and Vice-Chair at the beginning of each academic year. In the absence of the Chair, the Vice-Chair will serve as Chair.
  - d. A quorum shall consist of 3 of the 5 elected members of the CSGC. All business conducted by the CSGC shall require a quorum of the membership.
  - e. No administrative officer shall serve on the CSGC.

- f. The CSGC member representing the department of the aggrieved faculty member shall be recused from all deliberations pertaining to the relevant matter. The Dean, at his/her discretion may appoint (with the approval of the CSGC) an ad hoc member (consistent with the above) to the CSGC from one of the non-involved departments in the College of Science.
6. The CSGC has attempted to anticipate and plan for various contingencies in its operations. It may happen that unforeseen developments may arise in the conduct of grievance appeals and/or that policies formulated above may prove to be unwieldy in practice. The CSGC therefore reserves the right to amend its procedures as its experience in dealing with grievance appeals grows. Amendments and changes in policies and procedures will be distributed to the faculty in a timely manner.